

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION V

EPA Region 5 Records Ctr.



273990

DATE: January 30, 2003

SUBJECT: Review of Monthly Progress Report for  
Contractor: RAC-ROY F. WESTON  
Month/Year: December 2002 Invoice #160

Work Assignment No./Site Name  
127-ROBE-051C / NORTH BRONSON, MI  
RD-0

FROM: Patricia Vogtman, Project Officer  
Contracts Assistance & Agreements Section, SM-5J

TO: GIANG-VAN NGUYEN  
Work Assignment Manager, SR-6J

As the Project Officer for the above-mentioned contract, I am responsible for approving the monthly invoice for this contract. As a Work Assignment Manager under this contract, I am requesting that you review your monthly progress report/s and provide me with feedback.

(X) The Monthly Progress Report with costs has been  
directly provided to you by the contractor.

( ) The Monthly Progress Report with costs is attached.

In order to simplify this process, I am asking that you check the appropriate comment below and return this form to Pat Vogtman, signed and dated, by COB Wednesday, February 5, 2003. If you have any questions or problems, I can be reached at 886-9553.

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WAM REVIEW OF MONTHLY PROGRESS REPORT

I have reviewed the monthly progress report, financial information, supporting documentation AND HAVE ATTEMPTED TO RESOLVE ANY DISCREPANCIES AT THE SITE MANAGER LEVEL. As a result, I have determined, to the best of my knowledge and belief, that:

✓ The costs incurred appear reasonable and accurate.  
Sufficient progress has been made by the contractor  
to support payment for the month.

( ) Costs in the amount of \_\_\_\_\_ should be withheld as  
they cannot be verified at this time. An explanation is  
provided below.

COMMENTS/PERFORMANCE ISSUES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Giangvan Nguyen 02/03/03  
Signature Date